



FLORIDA INSPECTORS GENERAL PRACTICAL SKILLS FOR AUDITORS
Inspector General Community Auditor Training
 Sponsored by the Chief Inspector General and the Florida Chapter of the
 Association of Inspectors General

July 31- August 2, 2012
FDLE Training Facility
2331 Phillips Road
Tallahassee, FL 32308

**The Big Picture: A Call to Action – The IG Role As A Means of Adding
 Value to the Organization**

Agenda

DAY ONE THEME: Framework And Concept of the Inspector General Function

	SPEAKER	TIME	CPE
Opening Remarks and Introductions	CIG Melinda Miguel, DOT IG Bob Clift, BOG IG and Director of Compliance Derry Harper, FDLE Commissioner Bailey (if available) and FDLE IG Al Dennis	8:30 -9:00	
1.1 History of the IG Function at the Federal and State Levels	CIG Melinda Miguel and APD IG Marvin Doyal	9:00-9:30	.5
1.2 Review of the Statutory Basis of the CIG and IG in Florida, including the Whistleblower Act (FS 20.055, FS 14.32 and FS 112.3189)	CIG Melinda Miguel and Deputy CIG Dawn Case	9:30-10:00	.5
1.3 What has the IG Community Accomplished for Florida in the Last Decade?	CIG Melinda Miguel and Deputy CIG Dawn Case	10:00-10:30	.5
Break		10:30-10:45	
1.4 Standards of Conduct for State Employees in Florida	DOT IG Bob Clift	10:45-11:15	.5
1.5 Code of Ethics and Ethical Considerations for Auditors in Florida	FCOE Director Virlindia Doss and CIG Director of Auditing Kim Mills	11:15-12:20	1
Lunch		12:20-1:00	
1.6 Professional Standards for the Office of Inspector General and the Auditor	Deputy IG for Emergency Management Kris Sullivan and DOH IG Jim Boyd	1:00-1:50	1
1.7 Independence and the Internal Auditor	FDLE IG Al Dennis and DOH IG Jim Boyd	1:50-2:20	.5
1.8 Engagement Types and the Audit Process: Engaging Management Throughout the Review, Differentiating Between an Assurance Project, a Consulting Agreement and a Review; the Audit Process Step by Step	DEO IG Joe Maleszewski and DHSMV IG Julie Leftheris	2:20-3:10	1
Break		3:10-3:20	



1.9 Conducting the Risk Assessment-Key Elements of the Risk Assessment Process	DCF Director of Auditing Jerry Chesnutt	3:20-4:30	1.
1.10 The Evolving Role of the Auditor from Traditional to Futuristic	DEO IG Joe Maleszewski	4:30-5:00	.5

DAY TWO THEME: The Nuts and Bolts of the IG Function

2.1 Working Papers	DBPR Director of Auditing Cynthia Hefren and DHSMV Director of Auditing Ronnie Atkins	8:30-9:00	.5
2.2 What are Internal Controls?	SC IG Greg White and DOE Management Review Specialist Kelly Kilker	9:00-9:50	1
Break		9:50-10:00	
2. 3 IT Auditing	DOT Deputy Audit Director/Manager of Performance & IT Audit Sarah Hall and AHCA Chief of Medicaid Program Integrity Mike Blackburn	10:00-10:50	1
2.4 How to Write a Finding and How to Write a Report: Developing Recommendations that are Reasonable, Add Value, and Incorporate Management's Input	CIG Melinda Miguel, DEO IG Joe Maleszewski and Deputy IG for Emergency Management Kris Sullivan	10:50-12:00	1
Lunch		12:00-1:00	
2.4 How to Write a Finding and How to Write a Report, Continued	CIG Melinda Miguel, DEO IG Joe Maleszewski and Deputy IG for Emergency Management Kris Sullivan	1:00-1:30	.5
2.5 Panel Discussion: Managing Audit Projects vs. Audit Hours Managing the Auditor	CIG Melinda Miguel, DOT IG Bob Clift, DOR IG Sharon Doredant and DEP IG Candie Fuller	1:30-2:30	1
Break		2:30-2:45	
2.6 External Auditing	CIG Director of Auditing Kim Mills and DOT Contract Auditor Alan Sands	2:45-3:30	.5
2.7 An Enterprise Approach to Auditing in Florida	CIG Melinda Miguel, Deputy CIG Dawn Case and AHCA IG Eric Miller	3:30-5:00	1



DAY THREE THEME: Rounding out the IG Universe

3.1 Contract Monitoring	DFS Director of Accounting and Auditing Christina Smith	8:30-9:20	1
3.2 Teaming Up With Investigators	AHCA IG Eric Miller	9:20-10:10	1
Break		10:10-10:20	
3.3 Interviewing Techniques	DCF IG Chris Hirst and DOC IG Jeff Beasley	10:20-10:50	.5
3.4 Understanding the Legislative and Rulemaking Processes- Statutes, "Legislative Intent", Rules, Opinions	FFWCC IG Jim Knight	10:50-11:40	1
Conclusion	CIG Melinda Miguel, DOT IG Bob Clift	11:40-12:00	